

### **How to fill out your Sales Tax Return**

The Petersburg Borough requires that active businesses file monthly sales tax returns, even if the sales tax collected is zero. Please refer to the following directions in filling out your Sales Tax Return:

**For Month Ending:** Please enter the month and year the return is regarding. Example: May, 2009.

**Business Name/Mailing Address:** Please clearly print your business name, address, and phone number.

**Total Sales:** Please enter the total amount of **all** sales for the month, including any sales that were tax exempt.

**Portion of Sales Over \$1,200.00:** Please enter any portion of a single sale that was more than \$1,200.00, as the Petersburg Borough only charges sales tax on the first \$1,200.00 of any purchase per invoice. For example, if you made a sale totaling \$1,537.00, you would enter the difference between \$1,537.00 and \$1,200.00, or \$337.00.

**All Other Exemptions:** Please enter any other sales totals that are exempt from sales tax, breaking them down into the following categories: Elderly, Government, Resale, Outside Borough, and Other.

**Total Exempt Sales:** Please add all exempt sales (Portion of sales over \$1,200, Elderly, Government, Resale, Out of town, and Other).

**Total Sales Subject to Tax:** Please subtract your Total Exempt Sales from your Total Sales. This is the amount that is subject to sales tax.

**Sales Tax at 6%:** Please multiply your Total Sales Subject to Tax by 6% (or .06). This is your total tax due.

**Penalty:** Sales tax payments are due to the Petersburg Borough on or before the last day of the month following the month the sales tax was collected. For example, if you collected the tax in January, your sales tax payment is due by the last day of February. If you are paying your tax late, please multiply your sales tax by 8% (or .08). This is the penalty amount due.

Example: January sales tax of \$125.00 is paid on March 5<sup>th</sup>, making the payment 5 days late.  $\$125.00 \times 8\% = \$10.00$ . Your total penalty due is \$10.00.

**Interest:** Interest is due on late payments only. If your payment is late, please multiply your sales tax by 10.5% (or .105), divide the answer by 365 (days in a year), and multiply that answer by however many days you are late in paying. This is the interest amount due.

Example: January sales tax of \$125.00 is paid on March 5<sup>th</sup>, making the payment 5 days late.  $\$125.00 \times 10.5\% = 13.13 / 365$  (days in one year) = .04 x 5 (days late) = \$0.20. Your total interest due is \$0.20.

**Total Penalty and Interest:** Please enter the total penalty and interest together. Using the examples above, the total penalty and interest would be \$10.20.

**Compensatory Discount:** You may take a discount of 1% of the tax due (maximum discount of \$50.00) if your payment is made by the 15<sup>th</sup> of the month after the month the tax was collected.

**Total Payment:** If you are paying by the 15<sup>th</sup> of the month, please subtract your Compensatory Discount from your Sales Tax Due. This is your total sales tax due. If you are paying after the 15<sup>th</sup> of the month, please pay your Sales Tax Due. If you are paying late, please add your Sales Tax Due, Penalty, and Interest together. This is your total sales tax due.

Please sign and date at the bottom of the form.

**Please note on form if you are going out of business for an extended period of time.**